

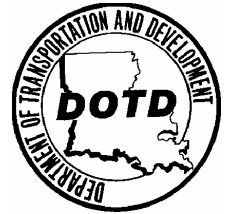


KATHLEEN BABINEAUX BLANCO
GOVERNOR

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

www.dotd.louisiana.gov



JOHNNY B. BRADBERRY
SECRETARY

**MEMORANDUM TO ALL FEDERAL-AID CONSTRUCTION CONTRACTORS AND
SUBCONTRACTORS**

SUBJECT: Equal Employment Opportunity and Affirmative Action Contract Requirements

DATE: June 17, 2004

The purpose of this memorandum is to recommend that all contractors continue to emphasize, whenever possible, equal employment opportunity and affirmative action in the following areas:

- a. Increasing minority and/or female representation in contractors' work forces, particularly in those crafts in which minorities and/or females are underutilized (supervisors, foremen/women, equipment operators, mechanics, truck drivers, ironworkers, carpenters, cement masons, semi-skilled laborers, and unskilled laborers).
- b. The post-employment treatment of minorities and females in the areas of promotions, upgrades, demotions, lay-offs, training, discharges, benefits, and other conditions of employment.
- c. Conducting recruitment of minorities and females for employment and training opportunities and maintaining documentation of good-faith efforts.
- d. The submittal of the Annual EEO Report (FHWA-1391) to project engineers by August 15, 2004.

Please note that prime contractors are responsible for disseminating this information to all approved subcontractors subject to EEO requirements (e.g., those subcontractors holding subcontracts of \$10,000 or more in value).

If you need assistance, please contact Ms. Jenny L. Hamilton, Compliance Programs Section, (225) 379-1364 or Mr. Gene McArdle, Construction Division, (225) 379-1597.

**JOHNNY B. BRADBERRY
SECRETARY**